

Just a gently reminder that **any purchase over \$5,000 without a PO is considered as unauthorized purchase** and it is a violation of the City's Purchasing Ordinance.

From: Lisa Hisatomi

Sent: Tuesday, August 12, 2014 9:23 AM

To: City of Dublin - Everyone

Subject: Purchasing Policy Reminder

This is just a reminder and brief summary of the City's Purchasing Policy:

1. General services, supplies, & equipment procurement requirement:
 - Less than \$5,000 – no PO is required
 - Greater than or equal to \$5,000 and less than \$45,000 – 3 quotes (unless sole source) and PO is required. **Purchase without PO is considered as unauthorized purchase**
 - Greater than or equal to \$45,000 - 3 quotes (unless sole source) and City Council's approval is required. PO will be created after City Council's approval
2. Competitive bidding exceptions for General services, supplies, & equipment:
 - City's procured item/service can be met **solely** by a single patented article or process
 - No bids have been received following request for quotes/RFP
 - Purchase for emergency situation
 - Procurement of goods or service is technically specific and it is difficult for a vendor to bid on a standard set of specifications
 - City already has an approved contract in place with a specific vendor for the goods or services, for example, maintenance & repair of buildings & facilities
 - Piggyback another public agency's contract which is administrated through a competitive bidding process
 - City Council specifically waives the competitive bid process
 - If sole source, department is required to provide explanations to questions listed in section IV of the "Purchase Order Request" form
3. Procurement for consulting & professional services:
 - Exempt from competitive bidding process
 - In order to ensure that services is engaged on the demonstrated competence and qualifications for the procured service, and at fair and reasonable price, department is required to submit the PO request with Request for Quote/Proposal
 - Requires City Council's approval is the contract amount is greater than or equal to \$45,000
4. Procurement for Temporary staffing:
 - Must be approved by Human Resources prior to hiring
5. Finance has revised the Purchase Order Request form with general instructions listed on the form, the following is the link to the form, please discard the old form you have saved on your desktop and start to use the current form:
<H:\Forms\Admin Services\Purchase Order Request.xlsx>

Please let us know if you have any questions, and thank you for your cooperation in adhering to the City's purchasing policy.

Lisa



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